



PLACENTIA LIBRARY DISTRICT

OPEN RECRUITMENT Substitute Library Assistant

Duties

This is a non-exempt paraprofessional classification under the general direction of the Public Services Manager and reports directly to the Supervising Librarian. Performs library work in the reference, circulation, technical services, literacy or administration departments. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal skills. Provides customer services at the Information Desk. Performs other related duties as assigned. Responsibilities include but are not limited to the following:

- Performs specialized reference work using print and electronic formats at a public service desk.
- Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Public Services Manager and/or Supervising Librarian.
- Assists the public in making the most effective use of the Library's collection and facility.
- Prepares and submits reports of activities to the Supervising Librarian as required.
- Reviews and makes recommendations on purchases, repairs or discard of books and other library materials in areas assigned by the Supervising Librarian.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.
- May be responsible for programming.

Schedule

Must be able to work Monday – Friday from 9:00 a.m. – 5:00 p.m.

Qualifications

A bachelor's of arts or science. Public library experience. Excellent skills in word processing, spreadsheet, database, desktop publishing and library system software application. Valid California driver's license. Bilingual Spanish highly desirable.

Salary

\$22.18 - \$28.38 per hour, depending on experience

Applications

This position is open until filled. Applications must be submitted to the attention of the Library Director at Administration Office. Applications are available at Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870 or at www.placentialibrary.org.

Placentia Library District is an Equal Opportunity Employer